TheEnergizer

EAP Minnesota Energy Assistance Program

July 30, 2013

Topics in this issue

Policies and Procedures: FFY2014 EAP Local Plan Template Now Available; EAP Service Provider Review of Draft FFY2014 MN Energy Programs Applications
Updates: None

Policies and Procedures

FFY2014 EAP Local Plan **Template** Now Available for Completion by Service Providers

The *FFY2014 EAP Local Plan* template is now available on the DOC website under EAP Tools. The *Local Plan* is integrated with the contract between the DOC and local Service Providers for the coming EAP federal fiscal year. The following is an overview of the *EAP Local Plan,* schedule and DOC expectations.

The *Local Plan* is used to evaluate Service Provider competency by looking at organizational leadership, how well it identifies and manages risks, whether it documents and assigns its control procedures, how well it disseminates information and how it monitors the performance and effectiveness of local procedures for administering EAP.

The *Local Plan* must be completed in compliance with required program policies and procedures in the Minnesota *EAP Policy Manual* and the *LIHEAP State Plan.* The *Local Plan* information is used to ensure Service Provider practices meet those program requirements. The DOC also uses the information for public and state staff directories.

Completing the *Local Plan* includes the Service Provider describing the organization's EAP program delivery processes and procedures and submitting the *Local Plan* to DOC for review and approval. DOC approval is required before the *EAP Contract* with the Service Provider is executed. The approved *Local Plan* is incorporated into the *EAP Contract*.

DOC may request additional information and/or edits prior to approval. State staff will notify Service Providers if additional information is needed. Submit any questions to eap.mail@state.mn.us.

To effectively and efficiently complete this requirement, Service Providers' best practice is to assemble and enlist the people who are involved in providing content or direction. This approach ensures the Service Provider will complete the *Local Plan* by the submission date.

The following are the key dates and steps for the *FFY14 EAP Local Plan*:
1. **July 30, 2013** - Service Providers receive instructions from *The Energizer* and DOC posts *FFY2014 EAP Local Plan* template on EAP Tools on the web.
2. **August 21-22, 2013** – FFY2014 Energy Assistance Training. *Local Plan* training will be given. Bring your completed *Local Plan* draft at this time and any last-minute questions.
3. **Tuesday, August 27, 2013** - Service Provider proposed *Local Plan* submissions are due to the DOC by 4:00 p.m.

Submission requirements include:
- Use Arial Narrow 12 pt. font for answers
- Rename the document to include Service Provider name (Ex: for Semcac: "Semcac FFY2014 Local Plan")
- Include your Service Provider name and *FFY2014 Local Plan* in the subject of the email (Ex: for Semcac: "Semcac FFY2014 Local Plan")
- Submit FFY2014 *Local Plan* as an attachment by email to eap.mail@state.mn.us
- Service Provider receives automated receipt of the *Local Plan*

4. **August 28 - September 11, 2013** - DOC reviews *Local Plans* (Service Providers may be asked for additional information during the review).
5. **Wednesday, September 18, 2013** – All final *Local Plans* printed and signed by Service Provider Executive Director and received by DOC.
6. **By October 1, 2013** - DOC executes and distributes contract documents with *Local Plan.*

EAP Service Provider Review of *FFY2014 MN Energy Programs Applications*

Service Providers will be reviewing the application to ensure accuracy. The FFY2014 Pre-App and Recertification application drafts will be sent to EAP Coordinators this week. These documents will be sent by secure email with two attachments – one will be a Pre-App and one will be the Recertification Application. Each will have old client data pre-filled into selected fields and will include current local questions. Please check both files for accuracy and follow the instructions in the secure email to submit comments. Comments and edits are due by 4:00pm, Tuesday, August 6, 2013.